

**Timeline for Approvals of New Appointment Files
UC Irvine School of Medicine
Academic Affairs**

Prerequisites:

1. Pre-approved budget
2. Search is current (Both shortlist and search reports must be approved)
3. Tentative Offer Letter (If required, must be signed by the candidate)
4. Appointment file is accurate and complete

Upon receipt of a new appointment file in SOM Academic Affairs department, the following timelines apply:

1. **Postdoctoral Scholars:**
 - With a valid search in place – 7 working days
 - If AP approval is needed, may be longer
2. **Project Scientists and Specialists:**
 - With a valid search in place – 7 working days
 - Without a valid search in place – 3 to 4 weeks (possibly longer)
3. **Researchers** – 6 week minimum (requires AP approval at the Associate and Full Researcher levels)
4. **Adjunct Professor, Assistant rank** (Dean's delegated) – 7 week minimum
5. **Adjunct Professor** – 3 to 4 months (requires VP approval at the Associate and Full Professor levels)
6. **Assistant Professor, Steps I, II or III** (Dean's delegated) – 7 week minimum
7. **Assistant Professor IV and V** – 3 to 4 months (requires AP approval)
8. **Senate** (includes In Residence and Clinical X series)
 - Associate Professor (all steps/ranks) 3 to 4 months (requires AP approval)
 - Full Professor (all steps/ranks) 3 to 4 months (requires AP approval)
9. **Health Science Clinical Instructor** – 3 to 4 weeks
10. **Health Science Asst/Assoc/Full Professor** – 7 week minimum (SOM Committee review required)